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MATTERS REQUIRING ACTION BY THE CONFERENCE OF THE PARTIES

PROGRAMME AND BUDGET

ADJUSTMENT TO THE CONVENTION BUDGET AND PROGRAMME FOR 1999

Note by the secretariat

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I. INTRODUCTION

1. Having considered the budget estimates for 1999 submitted to the Conference of the Parties (COP) at its first session1/, the COP:

(a) By decision 6/COP.1, approved expenditures for the Convention totalling US$ 6,100,000 for 1999, as the second year of the biennium 1998/1999. This amount included an estimated provision for overhead charges to be levied by the United Nations in compensation for the administrative support to be provided to the Convention; it also included provision of 8.3 per cent of total estimated expenditure to constitute the working capital reserve called for by Financial Rule 8. The budget decision did not however make provision for offsetting contributions, because no information on those contributions was available to the COP at that time. The COP requested the Executive Secretary "...to report to the Conference of the Parties, at its second session, any proposed adjustments to the Convention budget for 1999, on a detailed basis, including programme expenditure, overhead charges and offsetting contributions, taking account particularly of revisions deriving from the decision on the physical location of the Permanent Secretariat."

(b) By decision 7/COP.1, took note of the estimated requirements for 1999 for the Supplementary Fund and the Special Fund submitted by the Executive Secretary, and requested him "...to report to the second and third sessions of the Conference of the Parties on the status of the Supplementary Fund and the Special Fund and to propose any related adjustments that might be required for 1999."

2. This report is submitted in pursuance of the requests quoted above. It reflects, with respect to the initial proposals placed before COP 1, all updated information available to the secretariat at this time. In addition, it includes the estimated cost of decisions taken by COP 1 regarding the work programme of the Committee on Science and Technology (CST), for which no corresponding financial provision was made. This report does not, however, make provision for possible future decisions of COP 2 regarding the work programme of the CST; should such decisions be taken, the corresponding financial implications will be drawn to the attention of the Conference. Finally, it proposes some minor adjustments which are, in the view of the Executive Secretary, necessary for the good order of the secretariat in 1999. As regards financial data, the costing is based on standard salary costs in Bonn and Geneva, as provided by the United Nations, and on the United Nations currently assumed rates of exchange of DM 1.83 and SFR 1.42 per United States dollar. A 5 per cent turnover deduction has been applied to core budget staffing costs. The costings also assume that, on the average, secretariat staff will take up their duties in Bonn as of 1 February 1999. In the interest of brevity, programmatic information contained in ICCD/COP(1)/3/Add.1, and which is since unchanged, has not been repeated in this document; an overall perspective of future programme developments, and of the secretariat's role therein is contained in document ICCD/COP(2)/6. As regards the Supplementary Fund and the Special Fund, this report updates the estimates initially presented to COP 1.

II. GENERAL OVERVIEW FOR 1999

A. The core budget

3. In terms of decision 6/COP.1, the COP approved a staffing table comprising 21 Professional and 11 General Service posts, for a total of 32 posts. It also approved expenditures totalling US$ 6,100,000 for the programme as a whole. Of this amount, however, US$ 1,003,000 is set aside for the Global Mechanism; overhead charges amount to US$ 648,000; and US$ 467,500 is provided for the working capital reserve. Furthermore, the COP decision included the expectation of a further reduction of US$ 600,000 as a result of lower salary

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1/ ICCD/COP(1)/3/Add.1

costs in Bonn. Thus, the amount available for programme requirements of the secretariat for 1999 would be only US$ 3,381,500. As direct staff costs alone for the 32 approved posts for 1999 are estimated, at Bonn rates, at approximately US$ 2,851,000, there would remain provision of only some US$ 530,000 for other than staff costs, - i.e. for communications, other general operating expenses, travel and consultants - for which purposes an estimate of US$ 1,439,000 had been submitted to COP 1. It is evidently not possible for the secretariat to operate at that reduced level of expenditure. In these circumstances, the revised estimates provided hereunder have been prepared on the basis of the approved staffing table and, as regards other objects of expenditure, with maximum restraint, with a view not to exceed the ceiling of US$ 6,100,000 approved by COP 1. However, to this latter amount must be added the estimated financial implications for 1999 of the decision taken by COP 1 related to the appointment of an ad hoc panel of experts on benchmarks and indicators (decision 22/COP.1); the related estimates (see paragraph 15 below) amount for 1999 to US$ 133,000. As the corresponding percentages for overhead and the working capital reserve must be added to this figure, the total expenditure level proposed for 1999 is US$ 6,262,800 (i.e. US$ 6,100,000 as approved by COP 1, plus US$ 133,000 in respect of decision 22/COP.1, plus US$ 29,800 additional overhead and working capital reserve charges). Offsetting contributions are estimated at US$ 1,306,000, for a net charge to Parties of US$ 4,956,800.

4. The 21 Professional posts approved by COP 1 comprise 1 ASG, 1 D-1, 6 P-5, 2 P-4, 6 P-3 and 5 P-2 posts. In view of the level of knowledge and experience which will be required in the secretariat, the Executive Secretary considers that it would be appropriate to increase the number of P-4 levels by two, with a corresponding reduction at the P-2 level, for a total of four P-4 and 3 P-2 posts. The estimates in this document incorporate this minor change. They also include a small organizational change, which is the transfer of information systems support from the Administration Unit to the External Relations and Public Information Unit. This change recognizes the role of information systems in facilitating the flow of information among the parties to the process.

B. The Supplementary Fund and the Special Fund

5. In document ICCD/COP(1)/3/Add.1, proposals were made for the use of the Supplementary Fund to be established pursuant to paragraph 9 of the financial rules, and of the Special Fund to be established in accordance with paragraph 10 of the financial rules. Those proposals totalled, respectively, US$ 8,177,300 and US$ 550,000. They have been carefully reviewed, and revised proposals in this report suggest a level of expenditure in the amount of US$ 7,442,800 for the Supplementary Fund, or a reduction of close to 10 per cent in comparison to the proposals put forward to COP 1. The use of the Supplementary Fund would be concentrated, in accordance with its terms of reference, in the facilitation and external relations and public information programmes, and would be designed especially to assist, on request, affected developing country Parties, and also help in the coordination with non-governmental organizations, in public awareness, and in the development of an information and library service. The proposed use of the Supplementary Fund also includes some limited staff support in both the facilitation and the external relations and public information units. As regards the Special Fund, it would be used, in accordance with its terms of reference, to support the participation of representatives of affected developing, and in particular least developed, country Parties, particularly those in Africa, in the sessions of the Conference and its subsidiary bodies. On the basis of COP 1 experience and of the increased number of Parties, it is estimated that US$ 900,000 would be required in 1999 for COP 3 and the simultaneous meeting of CST.

III. THE PROGRAMME OF WORK

A. Policy-making organs

(Legislative basis: CCD articles 22 and 24)

Table 1. Summary of requirements for policy-making organs (Thousands of US dollars)

Object of expenditure	Core budget	Special Fund	Total
Travel of representatives from Parties	-	*900.0*	*900.0*
Travel of staff	*32.0*	-	*32.0*
Hospitality	*10.0*	-	*10.0*
Total	**42.0**	**900.0**	**942.0**

6. By decision 9/COP.1, the COP included a number of standing items on its agenda, and also a number of selected items on its agenda for the second session and, if necessary, its third session. The COP also recalled the requirements of article 21, paragraph 7 of the Convention that the COP shall at its third session review the policies, operational modalities and activities of the Global Mechanism and, on the basis of that review, consider and take appropriate action.

7. By decision 16/COP.1, the COP decided that at each session the Committee on Science and Technology (CST) will address in depth a priority issue relating to the implementation of the Convention, and that the first such issue shall be traditional knowledge. Accordingly, it is likely that a possible further subject to be entrusted to an ad hoc panel could relate to traditional and local technology.

8. No change appears to be needed for the CCD core budget if the third session of the COP is held outside of headquarters. In the event that COP 3 is convened at Bonn, the additional costs for local expenses (messengers, other general temporary assistance, rental of equipment and the rental of conference spaces) would have to be included in the budget and updated estimates would be submitted in due time. In all cases, the main servicing of the COP 3 would be covered by the regular budget of the United Nations as approved by General Assembly resolution A/52/198 of 18 December 1997.

9. In terms of that resolution, the General Assembly of the United Nations decided to include, in the calendar of conferences and meetings for 1998/1999, the sessions of the Conference of the Parties and its subsidiary bodies envisaged for that biennium. Accordingly, requirements for meeting services for the third session of the COP will be met by the United Nations. As regards additional core requirements, an amount of US$ 42,000 is requested in respect of travel of technical secretariat staff from New York (US$ 32,000) and hospitality (US$ 10,000).

10. The previous estimate of US$ 550,000 to be met by the Special Fund to cover the participation in COP 3 of representatives of affected developing country Parties has been increased to US$ 900,000 in the light of experience, the increase in the number of Parties and also to permit assistance in respect of attendance to meetings of the Bureau.

B. Executive direction and management

(Legislative basis: UNCCD article 23)

Table 2. Summary of requirements for executive direction and management (Thousands of US dollars)

Object of expenditure	Core budget	Supplementary Fund	Total
Staff costs	*480.0*	-	*480.0*
Other personnel-related costs	-	*55.0*	*55.0*
Consultants and experts	*42.0*	-	*42.0*
Travel of staff	*99.0*	-	*99.0*
Hospitality	*4.0*	-	*4.0*
Total	**625.0**	*55.0*	**680.0**

Table 3. Summary of staff requirements for executive direction and management

	Core budget	*Supplementary Fund*	*Total*
A. Professional category and above			
Head	*1*	-	*1*
D-1	*1*	-	*1*
P-3	*1*	-	*1*
Subtotal A	**3**	-	**3**
B. General Service category	*2*	1	*3*
Total (A + B)	**5**	1 *	**6**

* It is foreseen to have the assistance of 1 General Service staff who would be funded by funds earmarked for this purpose.

11. The Executive Secretary is assisted by a deputy at the D-1 level, a special Assistant and two General Service posts. Related staff costs are estimated at US$ 480,000 for 1999. Other than staff costs, the estimates include provision for consultants, travel and hospitality in a total amount of US$ 145,000. Total expenditures for this programme are therefore estimated at US$ 625,000 to be met from the core budget and a further US$ 55,000 as a charge for temporary assistance to be met by the Supplementary Fund.

C. Substantive support to the COP and its subsidiary bodies

(Legislative basis: CCD article 23.2(a) as related to articles 21, 22 and 24)

Table 4. Summary of requirements for substantive support to the COP and its subsidiary bodies (Thousands of US dollars)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	*442.0*	-	*442.0*
Consultants and experts	*153.0*	-	*153.0*
Travel of staff	*65.0*	-	*65.0*
Contractual services	*15.0*	-	*15.0*
Total	**675.0**	-	**675.0**

Table 5. Summary of staff requirements for substantive support to the COP and its subsidiary bodies

	Core budget	Supplementary Fund	Total
A. *Professional category and above*			
P-5	*2*	*1*	*3*
P-3	*1*	-	*1*
P-2	*1*	-	*1*
Subtotal A	**4**	**1**	**5**
B. General Service category	*1*	-	*1*
Total (A + B)	**5**	**1 ***	**6**

* It is foreseen to have the assistance of a Senior Scientific Officer who would be funded on a secondment basis.

12. A full description of the programme of work to be undertaken by this unit is contained in paragraphs 19 to 26 of document ICCD/COP(1)/3/Add.1.

13. At its first session, the COP took a number of decisions on the work programme of the CST. These decisions relate to traditional knowledge (decision 20/COP.1); to other bodies performing work similar to that envisaged for the CST (decision 21/COP.1); to work on benchmarks and indicators, including the appointment of an ad hoc panel of experts (decision 22/COP.1); and to the survey and evaluation of existing networks, institutions, agencies and bodies (decision 23/COP.1).

14. As regards the survey and evaluation of existing networks, the Conference in terms of decision 23/COP.1 approved the proposal of the United Nations Environment Programme (UNEP) to undertake the first phase of such work at a cost of US$ 467,000, including programme support costs, and requested the head of the secretariat to enter into any necessary contractual arrangements for completion of the work. In terms of paragraph 4 of this decision, a call was made for voluntary contributions to fund the related work. In pursuance of this mandate,

the secretariat has sought and obtained voluntary contributions to implement the decision of the Conference; voluntary contributions received, or for which firm pledges exist, are expected to cover this cost. UNEP has been asked to quote the anticipated cost of the second phase of the survey in its interim report to COP 2; that report will be contained in document ICCD/COP(2)/CST/2/Add.1. As the cost of this second phase is yet unknown, and will in any case need to be approved by the Conference, the related financial implications will be brought to the attention of the Conference for incorporation into the budget decision.

15. Another important part of the work programme in 1999 in the substantive area will likely concern benchmarks and indicators. The COP at its first session (decision 22/COP.1) requested the secretariat to establish and continue an informal open-ended consultative process on this subject, to review the methodology on impact indicators contained in document ICCD/COP(1)/CST/3/Add.1 and to submit its recommendations to the Conference of the Parties. The COP further appointed an hoc panel in accordance with article 24 of the Convention to act as a steering committee to oversee the continuation of that process. Although this work was mandated, no corresponding budgetary provision was made with respect to funding either the meeting of the ad hoc panel or the informal process. Because of the urgency of the matter, the secretariat has in the meantime sought and obtained voluntary contributions to start putting into effect, in 1998, the decision of the Conference. Given the sustained interest of the Intergovernmental Negotiating Committee (INCD), the ensuing decision of the COP to appoint an ad hoc panel at its first session, and the work which, it is anticipated, will remain to be done, it is most likely that the second session will request the continuation of such work. If such a decision were taken, an additional budgetary allocation would need to be made for 1999. Thus, travel and subsistence for 10 experts attending one formal and one informal meeting will be required in the estimated amount of US$ 98,000; consultant services in an estimated amount of US$ 20,000 and interpretation services at an estimated cost of US$ 15,000, for a total of US$ 133,000.

16. By its decision 16/COP.1 on the work programme of the CST, the COP decided that, at each session, the CST will address in depth a priority issue relating to the implementation of the Convention and that the first such issue will be traditional knowledge. By its decision 20/COP.1, the Conference decided to devote a full additional day to the topic. Accordingly, it is likely that a further possible subject to be entrusted to an ad hoc panel could relate to traditional and local knowledge, technology, know-how and practices to follow up on such a session. In the absence however of a decision by the Conference having immediate budgetary implications, no financial provision is contained in this document; should the Conference decide to establish an ad hoc group of experts on this matter, the related financial implications will be submitted to the Conference for incorporation into the budget decision.

17. In summary, therefore, additional provision for 1999 in the amount of US$ 133,000 will be required to cover the cost, in 1999, of the continuation of work on benchmarks and indicators, pursuant to decision 22/COP.1.

18. Four Professional posts (2 P-5, 1 P-3 and 1 P-2) and one General Service post will be assigned to this programme, at an estimated cost of US$ 442,000 for 1999. In addition, it is expected to have the assistance of a Senior Scientific Officer at the P-5 level, on a non-reimbursable secondment basis. Other than staff costs, the estimates include provision for consultants and travel, in a total amount of US$ 100,000. Total expenditures for this programme are therefore estimated at US$ 675,000 to be met from the core budget.

D. Facilitation of implementation and coordination

(Legislative basis: CCD articles 19, 23.2(b) and (c); 26.1, 26.6 and 26.7; 22.2(a) and (b); regional implementation annexes for Africa (article 18.4), Asia (article 8.3); and Latin American and the Caribbean (article 7.2); Northern Mediterranean (article 3); INCD decision 9/9)

Table 6. Summary of requirements for facilitation of implementation and coordination (Thousands of US dollars)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	*1,210.0*	-	*1,210.0*
Other personnel-related costs	-	*250.0*	*250.0*
Consultants and Experts	*53.0*	*759.0*	*812.0*
Travel of participants and representatives	-	*1,099.0*	*1,099.0*
Travel of staff	*121.0*	*392.0*	*513.0*
Contractual services	-	*55.0*	*55.0*
General operating expenses	-	*20.0*	*20.0*
Supplies and materials	-	*15.0*	*15.0*
Acquisition of furniture and equipment	-	*35.0*	*35.0*
Grants	-	*3,512.0*	*3,512.0*
Total	**1,384.0**	**6,137.0**	**7,521.0**

Table 7. Summary of staff requirements for facilitation and coordination

	Core budget	Supplementary Fund	Total
A. Professional category and above			
P-5	*3*	-	*3*
P-4	*3*	-	*3*
P-3	*3*	-	*3*
P-2/P-1	-	*2*	*2*
Subtotal A	9	2	11
B. General Service category	*4*	-	*4*
Total (A + B)	13	2 *	15

* It is foreseen to have the assistance of two Junior Professional Officers (P-2) provided through donor contributions in kind.

1. Programme of work

19. The objectives and proposed work programme under this heading were described in paragraphs 31 to 38 of document ICCD/COP(1)/3/Add.1. The related budget estimates for 1999 contained in that document provided for a total of approximately US$ 9,000,000 for this programme, of which some US$ 2,000,000 would be financed by the core budget and the remaining US$ 7,000,000 by the Supplementary Fund. This reflected the distinction between resources needed, on the one hand, to assist in the review of the implementation of the Convention and, at the same time, maintain a minimum capacity for planning, programming and evaluating support provided to affected country Parties at their request and, on the other, to provide specific support requested by those Parties. The former would be a part of the core budget, while the latter would be financed by the Supplementary Fund. That rationale continues to be applicable, and is of especial application to this programme. As regards activities which are proposed to be financed by the Supplementary Fund, it should be recalled that COP 1 had been seized of a necessarily tentative outline; more definitive proposals are submitted hereunder. In summary, the revised estimates contained in this document amount to a total of US$ 7,521,000 (US$ 1,384,000 to be met by the core budget and US$ 6,137,000 by the Supplementary Fund), or a reduction close to 16 per cent in the estimates initially submitted to COP 1.

Interregional activities

20. In addition to, and in order to strengthen, the activities described below for each of the four main geographical regions, it will be necessary to ensure overall coordination between those regions on CCD matters, and to provide policy guidance and necessary monitoring and evaluation, in particular, to ensure that activities undertaken have a consistent and long-term approach to capacity building.

21. As regards specific activities at the interregional level, it is likely that joint interregional requests could emerge in terms of financial support to meetings of representatives of Parties and of expert groups to promote interregional cooperation. Thus, at the global level, support could be provided to permit the participation of a selected number of representatives of Parties to review the monitoring aspects of consultative processes (US$ 60,000 for travel and US$ 10,000 for consultancies) as well as to develop guidelines and recommendations for a capacity building approach which is coherent among national, subregional and regional action programmes and among multilateral and bilateral agencies providing support for similar purposes. Support might also be provided for developing a programme of studies jointly with concerned agencies and for conducting a workshop on the relationships between climate change (El Niño) and land degradation. The cost of these activities could be estimated at US$ 200,000 in consultancies for four studies and US$ 180,000 for the workshop (including US$ 50,000 in consultancies, US$ 10,000 for travel of staff, US$ 20,000 for publication, translation and external interpretation, and US$ 100,000 for travel of participants).

Africa

22. At the *national* level, requests can be anticipated in respect of facilitating:

(a) Awareness-raising activities to enable the launching of consultative processes and other national activities involving the local populations, national stakeholders and relevant partners (the cost for five meetings can be estimated at US$ 75,000, including US$ 50,000 in grants and US$ 25,000 for travel of staff);

(b) Capacity building: strengthening of national structures, development of training programmes for focal points and project managers, and review of the existing legal and budgetary framework. This support would be provided in terms of funds for the recruitment of national consultants, for the travel abroad of

experts and for grants to organize and conduct workshops. Related outlays are estimated at US$ 395,000 including US$ 53,000 for consultancies, US$ 45,000 for travel of participants and US$ 297,000 in grants;

(c) Support to the consultative and participative process to elaborate national action programmes. Such support would be in the form of funding for meetings and consultancies as well as participation of secretariat staff. Related costs can be estimated at US$ 250,000, including US$ 180,000 in grants, US$ 50,000 for consultancies and US$ 20,000 for travel of staff;

(d) Support for non-governmental organizations (NGOs): encouraging the participation of NGOs in Convention activities at the national level through facilitating the holding of NGO forums; supporting the institutional capacity of NGOs to contribute to national action programmes; financing NGO pilot projects aimed at encouraging or establishing south-south, north-south and Government-NGO partnerships; assisting projects aimed at strengthening the role of women and youth in the implementation of the Convention and projects aimed at strengthening NGO networking; supporting the preparation of local language materials and tools for use by NGOs to raise awareness of the Convention and also activities celebrating the World Day to Combat Desertification and Drought; encouraging projects aimed at raising awareness of participatory development methodologies and the integration of these methodologies into action programmes (US$ 100,000 in grants);

(e) Information support: assistance to affected countries in compiling and communicating information on issues relating to combating desertification, and to the implementation of the Convention; facilitating the development of mechanisms for the collection and exchange of data; promoting the networking of CCD focal points and related partners, at an estimated outlay of US$ 85,000 in grants;

(f) Research programme support: assistance in the organization and convening of workshops on specific national research needs; setting up inventories of relevant national technical and research expertise; promoting the exchange of relevant research data between concerned national public, private, governmental and intergovernmental organizations; facilitating electronic networking of concerned academic and other institutions (related costs can be estimated at US$ 85,000, including US$ 76,500 in grants and US$ 8,500 for consultancies).

23. At the *subregional* level, it should be recalled that a number of subregional organizations (Permanent Interstate Committee for Drought Control in the Sahel, Intergovernmental Authority on Development, Southern African Development Community, Union du Maghreb Arabe) have undertaken, in collaboration with the secretariat, various significant activities towards the formulation of subregional action programmes. Future activities at the subregional level could be expected to include support towards:

(a) Facilitation of the consultative processes, leading to partnership agreements, through subregional consultations involving all relevant partners and stakeholders, at an estimated cost of US$ 320,000, covering travel of participants (US$ 240,000) and of staff (US$ 50,000), and external translation and interpretation (US$ 30,000);

(b) Organization of awareness campaigns targeting relevant decision-makers and partners such as intergovernmental organizations and media, and the preparation of awareness-raising materials, through the provision of grants (US$ 120,000);

(c) Design of training programmes for focal points in the subregional organizations (US$ 56,000 for consultancies and US$ 32,000 in grants, for a total of US$ 88,000);

(d) Promotion of synergy and complementarity between national and subregional action programmes as well as of interregional cooperation through e.g. the initiation of integrated rural pilot projects (US$ 128,000 in grants, US$ 18,500 for travel of staff and US$ 18,500 for consultancies, for a total of US$ 165,000);

(e) Establishment of sustainable institutional networking related to combating desertification, at an estimated outlay in grants of US$ 170,000;

(f) Organization and convening of subregional workshops and seminars on specific subjects such as the role of women, the involvement of the private sector and the role of academic institutions, and subregional facilitation funds (US$ 85,000 for travel of participants, US$ 8,500 for travel of staff and US$ 8,500 in grants, for a total of US$ 102,000);

(g) Participation of NGO representatives at intergovernmental subregional meetings, and the strengthening of NGO capacity to contribute to the subregional process (US$ 225,000 comprising, US$ 120,000 for travel of NGO participants, US$ 30,000 for travel of staff and US$ 75,000 in grants).

24. At the *regional* level and with a view to developing the regional action programme process, the secretariat could be expected to assist African partners through:

(a) Facilitation of the consultative processes at the regional level and of the formulation and follow-up of the implementation of the regional action programme in Africa, with the involvement of intergovernmental organizations, NGOs, major cooperating partners and the private sector (US$ 160,000 in grants, US$ 25,000 for the travel of participants and US$ 5,000 for travel of staff, for a total of US$ 190,000);

(b) Establishment of a regional coordination unit, which would facilitate access to information on appropriate technologies, know-how and experience; assist in the elaboration of an information system on CCD activities; and in the organization of regional meetings to identify priority regional projects (US$ 100,000 for an officer at the P-4 level and US$ 150,000 in grants);

(c) Facilitation, in close collaboration with other concerned organizations, of the preparation of thematic studies and of policy dialogue meetings on issues linked to implementation (US$ 26,000 for consultancies, US$ 14,000 for travel of participants and US$ 5,000 for travel of staff, for a total of US$ 45,000);

(d) Support to the publication of an activity report for Africa (US$ 15,000 for consultancies and US$ 10,000 in grants, for a total of US$ 25,000);

(e) Support to NGO participation at intergovernmental meetings, and strengthening NGO capacity to contribute to the regional process, particularly the thematic workshops (US$ 35,000 for travel of NGO representatives, US$ 5,000 for travel of staff and US$ 50,000 in grants, for a total of US$ 90,000).

Asia

25. At the *national* level, it is anticipated that requests for assistance could emerge under the following headings:

(a) Provision of substantive support to, and financing participation in, national CCD seminars in approximately five countries (US$ 50,000 in grants, US$ 10,000 in consultancies and US$ 25,000 for travel of staff, or a total of US$ 85,000);

(b) Design and implementation of five pilot projects for institutional support/capacity building, to strengthen national focal points leadership (US$ 530,000, comprising US$ 500,000 in grants and US$ 30,000 for consultancies to assist in the preparation of the exercise);

(c) Development of a training module, at an estimated cost of US$ 30,000 for consultancies, and support to the holding of a training workshop (US$ 50,000 for travel of participants and US$ 15,000 for travel of staff);

(d) Setting up of a model for information support to national action programmes through the establishment of a database and data collection system (US$ 10,000 for consultancies);

(e) Translation of the CCD into local languages (US$ 5,000 for external translation); and

(f) NGO support: encouraging the participation of NGOs in Convention activities at the national level through facilitating the holding of NGO forums; supporting the institutional capacity of NGOs to contribute to national action programmes; financing NGO pilot projects aimed at encouraging or establishing south-south, north-south and Government-NGO partnerships; assisting projects aimed at strengthening the role of women and youth in the implementation of the Convention and projects aimed at strengthening NGO networking; supporting the preparation of local language materials and tools for use by NGOs to raise awareness of the Convention and also activities celebrating the World Day to Combat Desertification and Drought; encouraging projects aimed at raising awareness of participatory development methodologies and the integration of these methodologies into action programmes (US$ 100,000 in grants).

26. At the *subregional* level, in the light of experience it can be anticipated that requests for assistance might emerge for:

(a) The provision of substantive and financial support for two meetings of experts to develop a framework of subregional and interregional cooperation between countries at an estimated total cost of US$ 200,000 (2 x US$ 90,000 in grants, US$ 10,000 for consultancies and US$ 10,000 for travel of staff); and

(b) The organization of a subregional consultation of NGOs in countries of the Commonwealth of Independent States to enhance NGO subregional cooperation and the interactions between the States and the concerned elements of the civil society for the implementation of national action programmes at an estimated total cost of US$ 117,000 (US$ 7,000 for consultancies, US$ 10,000 for travel of secretariat staff and US$ 100,000 in grants).

27. At the *regional* level, requests for support might entail:

(a) Provision of substantive and financial support to three inaugural thematic programme network meetings for the regional action programme for Asia (US$ 15,000 for travel of staff and US$ 270,000 in grants, for a total of US$ 285,000);

(b) Preparation of thematic programme network meetings 4, 5 and 6 of the regional action programme for Asia (US$ 15,000 for consultancies);

(c) Support to a meeting of selected national focal points in Asia (US$ 70,000, including US$ 65,000 for travel of participants and US$ 5,000 for travel of staff).

Latin America and the Caribbean

28. At the *national* level, it is anticipated that support would continue to be provided for:

(a) Awareness-raising activities: the organization and hosting of five awareness workshops in five countries of the region with the aim of education and informing all relevant agents, agencies and the public at large, thereby creating the necessary base for national and popular participation in the future activities on implementation. The total estimated cost for these meetings is US$ 65,000, including US$ 40,000 in grants and US$ 25,000 in travel of staff;

(b) Formulation of national action programmes: support would be required for the formulation of national action programmes in six countries of the region in order to assist them to develop programmes reflecting the problems and find solutions to them. This will require the assistance of professional consultancies (US$ 50,000);

(c) Capacity building: training at all levels, in particular for project managers and field workers, the creation of adequate national structures and the strengthering of existing ones, the support of knowledgeable local technicians and the strengthening of the capacity of focal points are some of the urgent needs for which support would be required in the region. For this purpose support would be given to five countries by way of grants (US$ 150,000). These would be required for necessary outside expertise for the organization of specific training programmes covering the aforementioned areas, and for capacity building at the focal point level; and

(d) NGOs: supporting the capacity building of NGOs to facilitate their full participation in the implementation process at the national level is needed, since many lack the required capacity to do so. Special assistance would be given to NGOs working on the involvement of youth and women in the implementation of the Convention. Support to NGOs to allow for their full participation in the creation of national action plans is also required (US$ 100,000 in grants).

29. To enable effective action to be taken at the *subregional* level, the following activities would be undertaken:

(a) Support for subregional action programmes: organization and hosting of two subregional workshops for the formulation of subregional action programmes to address specific problems at those levels and further enhance coordination and cooperation among the respective Parties, as well as involving all relevant stakeholders in those subregions in the process. The estimated cost would be US$ 150,000 (US$ 70,000 in grants, US$ 65,000 for travel of participants and US$ 25,000 for travel of staff);

(b) Support to NGOs: facilitation of participation of NGOs in the above-mentioned subregional workshops so that the subregional action plans can be as comprehensively developed as possible with the input of the NGOs. The estimated cost is US$ 45,000, including US$ 30,000 for travel of NGO representatives and US$ 15,000 for travel of staff; and

(c) A grant of US$ 30,000 to NGOs for the strengthening of their capacity for better and more effective participation in the subregional process.

30. At the *regional* level, support would be given to the following activities:

(a) Organization of the Fifth Regional Meeting of the CCD and the Second Workshop for Focal Points in Lima, Peru. The estimated cost of this exercise is US$ 400,000, including US$ 60,000 in grants, US$ 80,000 for travel of participants, US$ 30,000 for travel of staff and US$ 30,000 for consultancies;

(b) NGOs: there is need to support NGO participation in the above-mentioned meeting, as they are now full partners in the implementation process and have considerable input to make to this meeting. The estimated cost is US$ 35,000 for travel of NGO representatives and a further US$ 20,000 in grants to support capacity building to enable full participation by the NGOs;

(c) Establishing a regional coordinating unit to be based at the UNEP, Regional Office for Latin America and the Caribbean in Mexico at a total cost for 1999 of US$ 220,000, comprising US$ 150,000 in personnel costs for one P-4 and two GS; US$ 20,000 for communications, US$ 15,000 for supplies, and US$ 35,000 for equipment and miscellaneous services. The amount of US$ 220,000 to be met from the Supplementary Fund would be provided from funds earmarked for this purpose. To date, the Government of Mexico has already pledged US$ 20,000 to enable activities under this heading to commence in 1998.

Northern Mediterranean

31. In the light of article 9 of the applicable annex, support to activities in this region does not include financial assistance to Parties. Substantive support will, however, be provided on request. One such example of substantive support can be envisaged in terms of preparatory activities to structure cooperation between neighbouring countries, involving some US$ 20,000 in consultancies.

32. At the *national* level, support can be envisaged in terms of support to NGOs and awareness-raising and information campaigns. The objective would be to raise awareness and generate interest through the sensitization of the public at large. Specific support could be provided through the holding of two NGO forums which would promote the institutional capacity of two NGOs to contribute to national action programmes; through a pilot project to enhance the role of women and youth; through a further pilot project to demonstrate step-by-step action leading from local-level input to its incorporation in a national action programme; and through assistance in the preparation of local language materials for the World Day to Combat Desertification and Drought (US$ 60,000 in grants).

33. At the *subregional* level, assistance can be envisaged to support the holding of two NGO meetings and to provide two grants to NGOs in a project designed to replicate success stories and to raise awareness, particularly in areas of special NGO concern such as indigenous knowledge, local technologies and the enhancement of the role of women (US$ 20,000 in grants, US$ 20,000 for travel of NGO representatives and US$ 5,000 for travel of staff, for a total of US$ 45,000).

34. At the *regional* level, further assistance can be envisaged in terms of sponsoring the participation of NGO representatives in selected events and strengthening their capacity to participate in the regional process (US$ 30,000 for travel of NGO representatives, US$ 5,000 for travel of staff and US$ 10,000 in grants, for a total of US$ 45,000).

Other countries

35. This heading covers affected countries in Europe which fall under none of the regional annexes but have expressed an interest in combating desertification within the scope of the CCD. Activities would include:

(a) Support to the process of preparation of national action programmes (US$ 17,000 including US$ 10,000 for consultancies and US$ 7,000 for travel of staff);

(b) Financing of national awareness seminars in five countries (US$ 73,000, comprising US$ 60,000 in grants and US$ 13,000 for travel of staff); and

(c) Facilitation of the consultative process and transboundary cooperation among interested countries, including the holding of an expert forum (US$ 60,000, comprising US$ 10,000 for consultancies, US$ 40,000 for travel of experts and US$ 10,000 for travel of staff).

2. Budgetary requirements

Core budget

36. The unit would be staffed with 13 posts (3 P-5, 3 P-4, 3 P-3 and 4 General Service) at an estimated cost for 1999 of US$ 1,210,000. Core budget requirements will also arise in respect of consultancies, including travel, to assist in the preparation of draft national, subregional and regional action programmes (US$ 53,000) and for travel of staff to the headquarters and regional offices of concerned intergovernmental organizations for consultations and coordination (US$ 121,000). Total core requirements for 1999 for this programme are therefore estimated at US$ 1,384,000.

Supplementary Fund

37. Furthermore, the activities outlined in paragraphs 20 to 35 above can give rise to requirements estimated at US$ 6,137,000 (US$ 450,000 for interregional activities, US$ 2,780,000 for Africa, US$ 1,512,000 for Asia, US$ 107,500 for Latin America and the Caribbean, US$ 170,000 for the Northern Mediterranean and US$ 150,000 for other countries).

Summary

38. In summary therefore, requirements under this programme for 1999 are estimated at US$ 7,521,000, comprising US$ 1,384,000 under the core budget and the remaining US$ 6,137,000 from the Supplementary Fund.

E. External relations and public information

(Legislative basis: CCD articles 19.1(a), 22.2(h) and (i), and 23.2(d))

Table 8. Summary of requirements for external relations and public information (Thousands of US dollars)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	*323.0*	-	*323.0*
Other personnel-related costs	-	*285.3*	*285.3*
Consultants and experts	*43.0*	*97.0*	*140.0*
Travel of participants and representatives	-	*270.0*	*270.0*
Travel of staff	*22.0*	*35.0*	*57.0*
Contractual services	-	*373.5*	*373.5*
Supplies and materials	-	*5.0*	*5.0*
Grants	-	*130.0*	*130.0*
Total	**388.0**	**1,195.8**	**1,583.8**

Table 9. Summary of staff requirements for external relations and Public Information

	Core budget	Supplementary Fund	Total
A. Professional category and above			
P-4	*1*	-	*1*
P-3	-	-	-
P-2/P-1	*2*	-	*2*
Subtotal A	3	-	3
B. General Service category	*1*	-	*1*
Total (A + B)	**4**	-*	**4**

* Up to four temporary posts (1 P-3, 1 P-2 and 2 GS) for the Information and Library Service to be filled over the period 1999-2000, depending on the level of contributions received.

1. Programme of work

39. A summary of the objectives of this programme is contained in paragraph 61 of document ICCD/COP(1)/3/Add.1; in addition, it is proposed that the information systems support service, presently located in the Administration Unit, be henceforth placed within the External Relations and Public Information unit. The activities to be performed by the unit would therefore fall under the following four main headings: inter-agency coordination; coordination with non-governmental organizations; public awareness; and library and information services.

Inter-agency coordination

40. The main task will be to promote efficient working arrangements with the organizations concerned, including at the country level. The secretariat will also promote and strengthen the relationship with the secretariats of other relevant Conventions, international financial institutions and other intergovernmental organizations, in order to avoid duplication of effort. The secretariat will need to obtain and channel extensive inputs from relevant partner institutions. Any coordination mechanism established for this purpose will be conceived in such a manner that it does not constitute an additional bureaucratic layer. The objective would be to obtain as much necessary information as possible through the normal statutory reporting of the relevant agencies, and by attending and following up the meetings of their governing bodies. Additionally, a flexible ad hoc coordination mechanism, comprising representatives of the relevant secretariats and organizations, in particular the United Nations Department of Economic and Social Affairs (UN/DESA), Food and Agriculture Organization (FAO), International Fund for Agricultural Development (IFAD), United Nations Educational, Scientific and Cultural Organization (UNESCO), World Meteorological Organization (WMO), United Nations Development Programme (UNDP), United Nations Institute for Training and Research (UNITAR), UNEP and the conventions on biological diversity (CBD), on climate change (FCCC) and on Wetlands (RAMSAR), could be convened as required in order to:

(a) Facilitate the exchange of information and experience;

(b) Explore the possibilities of recommending procedures, to the extent desirable and practicable, for harmonizing possible contractual cooperation agreements; and

(c) Coordinate the respective programmes of work within the context of action programmes.

41. Special attention has to be given to the strengthening of collaborative arrangements with the convention secretariats mentioned in the preceding paragraph, particularly in the information management field. In conformity with the recommendations adopted by the United Nations General Assembly at its nineteenth special session, the CCD secretariat intends to give special priority to the collaboration with these conventions for the enhancement of a global information capacity, which is perceived as a prerequisite for an integrated promotion of sustainable development.

Coordination with non-governmental organizations

42. The participation of non-governmental organizations in the implementation of the Convention and their contribution, as observers, to the meetings of the Parties is a necessary component of the successful implementation of the Convention. In order to facilitate the effective participation of the NGO community at all levels and in all areas of implementation of the Convention and on the basis of experience, the following activities are envisaged:

(a) Encouraging the participation of community-based organizations by developing mechanisms, in consultation with NGOs, for attracting the participation of such organizations at all levels;

(b) Providing support to, and coordinating, NGO participation at the COP: to this end, and in order to facilitate an effective and representative participation of the non-governmental community in the work of the COP and its subsidiary bodies, the secretariat will continue to coordinate sponsorship for NGO participants, and to facilitate NGO preparation and coordination for the COP/NGO dialogue sessions with Governments. Related costs for 1999 in regard to COP 3 are estimated at US$ 160,000 for travel of NGO representatives on the basis of previous experience; such costs would be covered by the Supplementary Fund;

(c) Providing support to NGOs in the elaboration of programmes at the local, national, subregional and regional levels, with a view to facilitating, supporting and enhancing the capacity of NGOs to participate as stakeholders and equal partners in the implementation of the Convention at every level. The unit will act as focal point in providing this support, in close and continued contact with the relevant NGOs. The specific activities proposed are described and costed under each of the regional subprogrammes of programme D: facilitation of implementation and coordination;

(d) Providing support to NGOs at the interregional level with a view to facilitating the exchange and establishment of north/south and south/south partnerships, and the implementation of NGO initiatives in issue areas covered by the Convention and its subsidiary bodies: to this end, substantive and financial support would be provided to NGO activities which promote local area development programmes on the basis of participatory methodologies, demonstrating the effective exchange of information, experience and technologies. It is expected that there could be requests for two workshops a year on this subject and that five pilot projects a year could be supported; related costs are estimated at US$ 100,000, including US$ 80,000 in grants, US$ 10,000 in consultancies and US$ 10,000 in travel of staff. Furthermore, it is proposed to facilitate substantive and financial support to NGO initiatives aimed at contributing information and experience to the subsidiary bodies of the CCD on issue areas such as: traditional knowledge, enhancing local communities' access to national desertification funds and credit systems; assisting the establishment of local area development programmes; devising mechanisms to link science to communities and communities to science; documenting women's knowledge of drought indicators. The estimated cost of five grants for this purpose would amount to US$ 50,000;

(e) Providing institutional support to NGOs to strengthen their capacity to communicate internationally and locally, by supporting the linking up of NGOs to the World Wide Web site of the CCD, by facilitating the translation of the CCD materials into simplified versions in the local languages, and by supporting NGO representation and participation in activities of international and intergovernmental organizations which are relevant to the Convention in order to enhance the participatory approach; and

(f) Establishing a desertification NGO database in order to classify the over 450 accredited NGOs according to sector or area of work so that NGO expertise can be easily accessible.

Public awareness

43. In support of the objectives set out in CCD article 19, paragraph 3, the secretariat will continue to facilitate communication with a broad cross-section of Parties involved in combating desertification, to strengthen its information programme and to initiate new and challenging awareness-raising projects. This will include, as a permanent activity, the holding of briefings for governments, missions, agencies, United Nations bodies and research institutions in order to keep them informed of the activities being undertaken. In addition, specific awareness-raising projects are contemplated in the following four major areas:

(a) Publications and information dissemination, including the writing, editing, translation, proofreading, design, layout and printing or re-printing of information material: feature stories, short time-sensitive new items and opinion pieces, a brief history of the CCD, highlights of major issues (including implementation and follow-up), reports of major group activities and information on various other activities which are being undertaken will be prepared. Information will aim to promote and facilitate intersectoral and interregional dialogue as well as to build awareness of the problem of desertification, of its globality and its interrelations with other social and environmental issues (in particular, when appropriate, with biodiversity and climate change). It will aim both at the public at large, and at specific constituencies from time to time - in particular the media, schools and youth, women, NGOs, the private sector,

decision makers and local authorities, especially in affected countries. Addressing different constituencies will require the identification of appropriate activities and products, using existing tools and new ones. The activities proposed for 1999 are as follows:

(i) CCD information kit comprising an explanatory leaflet, 14 fact sheets, a Convention booklet, a folder and a simplified version of the Convention in seven languages. Furthermore, re-printing of the comics catalogue and comics booklet might be required. Depending on availability of funds, and upon depletion of stock, the missing items would be produced (US$ 140,000);

(ii) Down to Earth, a simplified guide to the Convention (seven languages);

(iii) CCD quarterly newsletter in English and French (US$ 12,000);

(iv) Press releases;

(v) Updated ratification lists;

(vi) Regional reports (US$ 15,000);

(vii) Flyers/pamphlets;

(viii) Translation into six languages of a youth booklet (US$ 10,000);

(ix) Teachers' kit, including new version of "Down to Earth" (youth guide), selected case studies, two comics booklets, pilot projects, at an estimated cost of US$ 214,500, comprising US$ 63,000 for consultancies and travel of experts, US$ 10,000 for travel of staff and US$ 141,500 for contractual services.

(b) Events, campaigns and other public initiatives designed to raise awareness, generate interest and promote and educate the public at large, including but not limited to the celebration on 17 June of the World Day to Combat Desertification and Drought: proposed activities for 1999, at an estimated cost of US$ 149,000, comprising US$ 110,000 for travel of participants, US$ 24,000 for consultancies and US$ 15,000 for travel of staff, could include the following:

(i) Sports event;

(ii) Youth event;

(iii) Appointment of an honorary CCD ambassador on desertification;

(iv) Round-table discussions on desertification;

(v) Desertification/comics picture exhibition;

(vi) Press seminars, regionally based briefings, press conferences and journalists' tours;

(vii) Pilot project with the conventions on biological diversity and climate change for awareness raising in Africa;

(viii) Musical events;

(ix) Exhibits.

(c) Television and radio programmes: it is proposed to prepare a video report on desertification designed for television (US$ 30,000); and

(d) Advertising and promotional activities: these activities would complement the themes of programmed events and could include promotional items to raise the profile of desertification. The collaboration of the private sector in funding these activities will be sought. However, an amount of US$ 25,000 is proposed to produce miscellaneous items (pens, pencils, caps, posters) for distribution at relevant events.

Information and library services

44. The purpose of the information services is to strengthen the role of the secretariat in facilitating the flow of information among the key participants in the CCD process, in particular national focal points of the Parties to the Convention as well as other intergovernmental and non-governmental institutions, in their efforts to implement the provisions of the Convention. The system will deal with information in various forms relevant to the specific needs of national focal points on policy-making, programme development and implementation, science and technology, education, training and awareness, at the national, subregional, regional and global levels. The secretariat will play the role of a facilitator and clearing house in providing information to partners, in order to more effectively fulfil its mandate in the field of providing capacity building and assistance to Parties, for their communication of information and review of implementation of the Convention. Account will be taken of the specific requests for information formulated in decisions 11/COP.1, 15/COP.1, 19/COP.1 and 21/COP.1.

45. In order to focus effectively on the above objectives, the implementation of the information system will be product-driven and result-oriented, allowing management to perceive and quantify the value of the information systems programme. For example, an electronic forum has been initiated for the Latin America and Caribbean region, thus permitting an effective exchange of information among key participants in the region. The information exchange has so far included enquiries, meeting schedules and technical reports. Similar activities are planned for Africa, Asia and the Northern Mediterranean and for the CST work programme. As a second stage, it is expected that the electronic forums will evolve towards regional-based country profile information clearing houses, including, *inter alia*, the status of ratification/entry into force, the status and content of national action programmes, projects, relevant national legislation, geographical and scientific data, concerned institutions and experts.

46. Cost-effective ways of disseminating information on the CCD process are slowly being made available through Internet; with some additional resources, this capacity could be greatly enhanced. Although documents are already made available on the Web, technical and institutional information of importance to national focal points could be quickly sent to them. Electronic forums for each regional programme can be fully developed. A more immediate concern is the timely and regular maintenance of the present databases on the CST roster of experts, national focal points, meeting participants, country profiles and NGOs. Additionally, the service will provide support to, and work closely with UN/DESA, UNEP, UNDP, UNITAR, IFAD, FAO, UNESCO, WMO, Global Environment Facility (GEF), the World Bank, convention secretariats, regional development banks and bilateral agencies which contribute to the work of the Convention.

47. The relocation of the secretariat to Bonn will require adequate preparation, during 1998, and close collaboration with the host Government as well as with the partners co-located in Haus Carstanjen, namely UNEP Convention on Migratory Species (UNEP/CMS), United Nations Framework Convention on Climate Change (FCCC), United Nations Information Centre (UNIC) and United Nations Volunteers Programme (UNV).

48. As regards the library, the CCD library unit will work closely with the staff of other partner organizations to provide a physical facility where the reference materials generated by the secretariat will be kept and made available, initially to staff and gradually to focal points, researchers and the public.

The unit will serve as part of the foundation of the CCD public awareness programme.

49. Internally, it is intended to concentrate on new software standards that are more powerful but simpler to use. Since most staff will need to adapt to the new standards, selective training will be provided.

2. Budgetary requirements

Core budget

50. The programme would be carried out by the External Relations and Public Information Unit, comprising 1 P-4, 2 P-2 and 1 General Service posts, at an estimated cost for 1999 of US$ 323,000. Other estimated core costs comprise US$ 34,000 in respect of consultancies (US$ 12,000) to compile information and prepare assessment reports, and travel of staff (US$ 22,000); and US$ 31,000 for public awareness in respect of editing and consultancies to compile information, prepare assessment reports and write press articles. Total core requirements for this programme for 1999 are therefore estimated at US$ 388,000. As regards information and library services, the entire computer equipment, software and maintenance to be installed in Bonn will be made possible by an in-kind contribution from the German Government; hence, no budget provision needs to be made for computer equipment and software in 1999. The related staff would be a charge to the Supplementary Fund (see paragraph 51 below).

Supplementary Fund

51. In paragraphs 42 and 43 above, specific projects have been costed, amounting to a total of US$ 905,500. Furthermore, as explained in paragraph 50 above, the Information and Library Service would require additional personnel resources for 1 P-3, 1 P-2 and 2 GS at an estimated cost of US$ 285,300 for 1999; the extent to which these posts are filled will depend on the level of contributions received. Provision is also required for library subscriptions (US$ 5,000). The total expected to be funded from the Supplementary Fund thus amounts to US$ 1,195,800.

Summary

52. In summary therefore, requirements for this programme for 1999 are estimated at US$ 1,583,800, comprising US$ 388,000 under the core budget and US$ 1,195,800 to be financed from the Supplementary Fund.

F. Global Mechanism

(Legislative basis: CCD article 21, paragraphs 4 to 7)

Table 10. Summary of requirements for the Global Mechanism (Thousands of US dollars)

Object of expenditure	Core budget	Supplementary Fund	Total
Grants	*1,003.0*	-	*1,003.0*
Total	**1,003.0**	-	**1,003.0**

53. Pursuant to article 21, paragraph 5 of the Convention, the Global Mechanism is to report to the Conference, beginning at its second session, on its activities. The purpose of that report is elaborated in decision 24/COP.1, annex, paragraph 5. Furthermore, and as required by decision 24/COP.1, paragraph 3, a memorandum of understanding between the COP and IFAD has been developed and will be submitted to COP 2 for its consideration and adoption. In the meantime,

no change is proposed in the allocation of US$ 1,003,000 to the Global Mechanism for 1999 as approved in decision 6/COP.1.

G. Administration

(Legislative basis: CCD articles 22.2(g) and 23.2(e))

Table 11. Summary of requirements for administration (Thousands of US dollars)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	*396.0*	-	*396.0*
Other personnel-related costs	*89.0*	*55.0*	*144.0*
Travel of staff	*16.5*	-	*16.5*
General operating expenses	*464.0*	-	*464.0*
Supplies and materials	*35.0*	-	*35.0*
Total	**1,000.5**	**55.0**	**1,055.5**

Table 12. Summary of staff requirements for administration

	Core budget	Supplementary Fund	Total
A. Professional category and above		-	
P-5	*1*	-	*1*
P-3	*1*	-	*1*
Subtotal A	2	-	2
B. General Service category	3	-	3
Total (A + B)	5	-	5

1. Programme of work

54. The objective of this programme is to provide adequate and timely personnel, financial, and general services support to the work programme of the COP and its secretariat.

55. By decision 3/COP.1, the Conference, *inter alia*, decided to accept the offer of the Secretary-General of the United Nations for the United Nations to provide the administrative and support arrangements for the Convention secretariat. Pursuant to this decision, detailed arrangements have been worked out whereby the secretariat will operate within a wide delegation, by the United Nations, of administrative authority. As regards personnel matters, decisions on the recruitment, promotion, transfer and termination of CCD staff will be taken by the Executive Secretary and implemented by the United Nations Department of Management. As regards financial matters, the budget exercise will fall entirely within the purview of the Conference and its secretariat, while the United Nations will provide accounting services, expenditure control and internal and external audit.

56. Within this framework, the secretariat shall:

(a) Prepare and submit biennial programme and budget proposals for review and approval by the COP;

(b) Administer and control the budget, once approved, and provide periodic reports thereon to the COP, as well as prepare regular internal reports for management and control purposes to the head of the secretariat and unit heads;

(c) Administer, control and report on extrabudgetary funds and programmes;

(d) Initiate action to recruit staff, including temporary staff and consultants;

(e) Estimate meeting service requirements and ensure provision of those services, in liaison with the host organization;

(f) Manage the travel programme;

(g) Ensure support to the secretariat and provide central control in respect of requirements for furniture, equipment, communications and other operating requirements; and

(h) Initiate procurement action as required.

57. Collaborative arrangements on administrative matters will need to be worked out with the other organizations located in Haus Carstanjen, and discussions have already been initiated on this issue.

2. Budgetary requirements

Core budget

58. It is envisaged that the activities under this programme would be undertaken by a unit headed by a P-5 and comprising, in addition, one P-3 and three General Service posts. Related core budget requirements for 1999 are estimated at US$ 396,000.

59. In addition to staffing, provision under the core budget will need to be made for the following items under the central control of the Administration Unit:

(a) General temporary assistance (US$ 79,000) required for peak workload periods, preparation for the sessions of the COP, administrative liaison offices in those duty stations where liaison arrangements are in place with national organizations and permanent missions; and replacement of staff on sick or maternity leave; as well as overtime for General Service staff arising from the sessions of the COP (US$ 10,000);

(b) Travel of staff to liaise with United Nations headquarters for consultations and advice on administrative matters (US$ 16,500);

(c) general operating expenses (US$ 464,000) including:

(i) Maintenance of office premises in Bonn, either shared with other organizations or directly chargeable to CCD (US$ 191,000 for security, utilities, maintenance and third party insurance);

(ii) Internet subscription (US$ 20,000) and communication costs (US$ 152,000), comprising cable and telex charges (US$ 8,000), long-distance calls (US$ 113,000), postage (US$ 18,000) and pouches (US$ 13,000), including costs arising directly from session of COP 3;

(iii) Rental and maintenance of office automation and data processing equipment (US$ 20,000);

(iv) Insurance for claims in respect of service-incurred injury or death (US$ 35,000); and

(v) Miscellaneous services such as local freight costs, internal office moves and transport (US$ 20,000); as well as vehicle maintenance (US$ 4,000);

(d) Supplies and materials, including photocopying paper, stationery, meeting supplies, and gasoline (US$ 35,000);

(e) Maintenance of common premises in 1999 in those duty stations where liaison arrangements are now in effect with Parties, permanent missions and non-governmental organizations (US$ 22,000).

(f) Pro memoria provision for reimbursement of taxes to staff members who may be subject to national taxation in respect of their CCD emoluments.

Supplementary Fund

60. In addition to the core budget requirements set out above, temporary assistance in the amount of US$ 55,000 as a charge to the Supplementary Fund is foreseen for peak workload periods.

Summary

61. In summary therefore, activities in 1999 under this programme are estimated at US$ 1,055,500, of which US$ 1,000,500 would be charged to the core budget and US$ 55,000 to the Supplementary Fund.

H. Other expenditure items

Overhead

62. Advice has been received from the United Nations Department of Management to the effect that all three UNCCD accounts -the General Fund, the Supplementary Fund and the Special Fund- will be subject to a 13 per cent programme support charge. Thus, on the basis of an expenditure level for the core budget of US$ 5,117,500 as proposed in this report, the programme support charge can be estimated at US$ 665,300.

Working capital reserve

63. COP 1 determined that the working capital reserve maintained within the General Fund shall be set at a level of 8.3 per cent of core budget expenditure, including overhead charges (decision 6/COP.1, paragraph 7). Thus, on the basis of an expenditure level of US$ 5,782,800, including overhead charges, an amount of US$ 480,000 will need to be appropriated to constitute the working capital reserve.

I. Offsetting contributions

Contributions by the host Government

64. As reflected in the relevant decision of the Conference (decision 6/COP.1, footnote (b)), the Government of Germany has offered DM 1,000,000 for Convention related events and DM 1,000,000 to the secretariat beyond its commitments as a Party. Thus, at the current rate of exchange utilized by the United Nations (DM 1.83 to the US dollar), each of these contributions would result in an offset to the core budget for 1999 in the amount of US$ 546,400, or a total of US$ 1,093,000.

Contribution by the United Nations in respect of programme support charges

65. After discussion, the United Nations Secretariat has agreed to fund in 1999, on an experimental basis, posts or activities in the administration programme up to an estimated amount of US$ 213,000. This amount will constitute an offset to core budget expenditure.

Annex I

Table A.1. Summary of requirements by programme and income for 1999 (Thousands of US dollars)

Expenditure items	Core budget	Supplementary Fund	Special Fund	Total
Policy-making organs	*42.0*	-	*900.0*	*942.0*
Executive Direction and Management	*625.0*	*55.0*	-	*680.0*
Substantive support to COP	*675.0*	-	-	*675.0*
Facilitation of implementation and coordination	*1,384.0*	*6,137.0*	-	*7,521.0*
External Relations and Public Information	*388.0*	*1,195.8*	-	*1,583.8*
Global Mechanism	*1,003.0*	-	-	*1,003.0*
Administration	*1,000.5*	*55.0*	-	*1,055.5*
Subtotal programmes	**5,117.5**	**7,442.8**	**900.0**	**13,460.3**
Overhead	*665.3*	*967.6*	*117.0*	*1,749.9*
Work. cap. reserve	*480.0*	-	-	*480.0*
Total expenditure	**6,262.8**	**8,410.4**	**1,017.0**	**15,690.2**
Income items				
Contr. from Host Government	*1,093.0*	-	-	-
Allotment from overhead	*213.0*	-	-	-
Total income	1,306.0	-	-	-
Net total	**4,956.8**	-	-	-

Annex II

Table A.2. Summary of staff requirements

	Core budget	Supplementary fund	Total
A. Professional category and above			
Head	*1*	-	*1*
D-2	-	-	-
D-1	*1*	-	*1*
P-5	*6*	*1*	*7*
P-4	*4*	-	*4*
P-3	*6*	-	*6*
P-2/P-1	*3*	*2*	*5*
Subtotal A	**21**	**3**	**24**
B. General Service category	*11*	*1*	*12*
Total (A + B)	**32**	**4 ***	**36**

* Secondments or support arrangements are also being negotiated with a number of donor countries and international organizations. Additionally, some temporary posts will in all likelihood be required later in 1999, and in the 2000-2001 biennium. The filling of these posts will depend on the level of supplementary funds received. These posts have been identified throughout the text of this document.

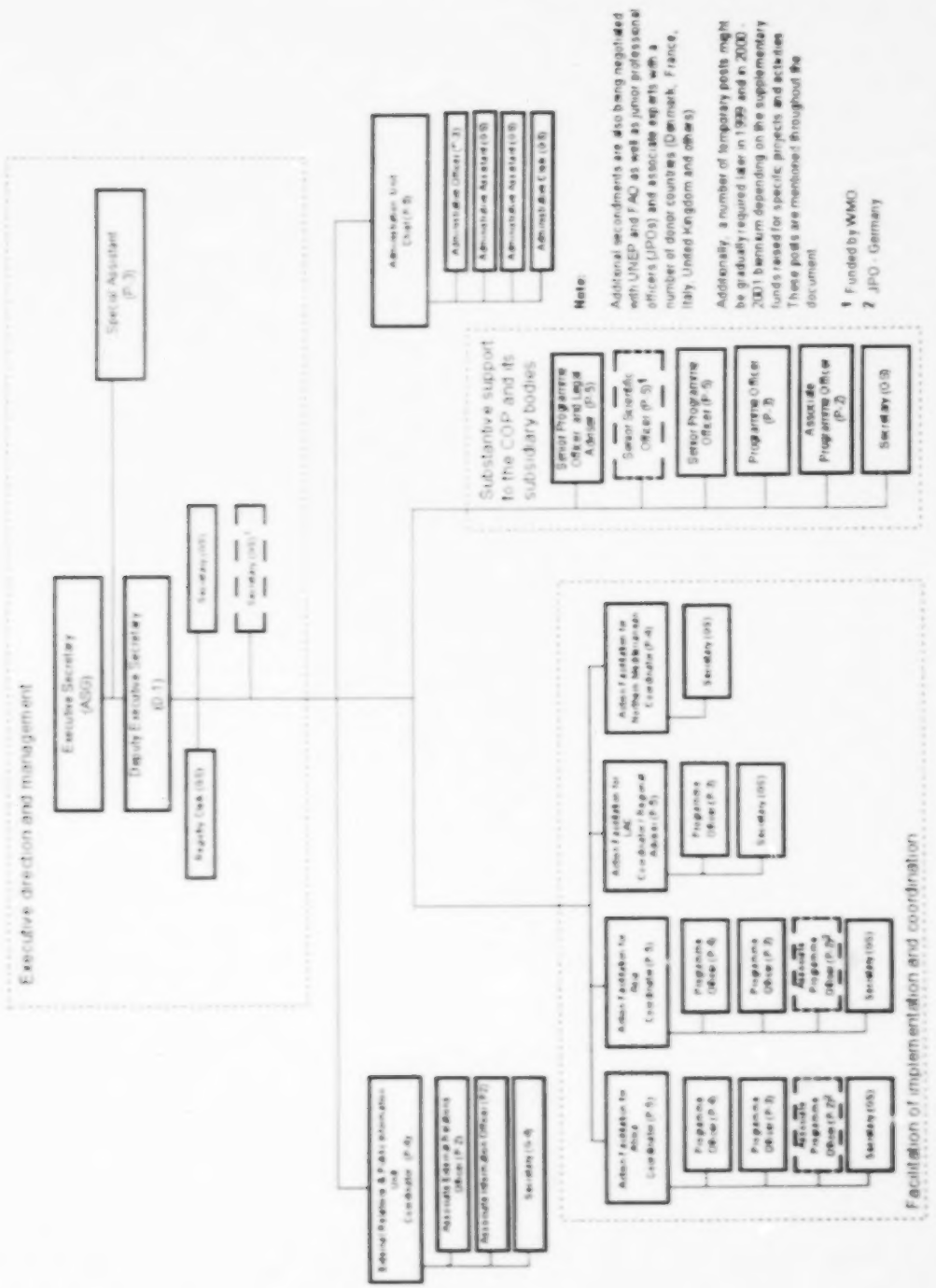
Annex III

Table A.3. Summary of estimates by object of expenditure (Thousands of US dollars)

Object of expenditure	Core budget	Supplementary Fund	Special Fund	Total
Staff costs	*2,851.0*	-	-	*2,851.0*
Other personnel-related costs	*89.0*	*645.3*	-	*734.3*
Consultants and experts	*291.0*	*856.0*	-	*1,147.0*
Travel of staff	*355.5*	*427.0*	-	*782.5*
Travel of participants and representatives	-	*1,369.0*	*900.0*	*2,269.0*
Contractual services	*15.0*	*428.5*	-	*443.5*
General operating expenses	*464.0*	*20.0*	-	*484.0*
Hospitality	*14.0*	-	-	*14.0*
Supplies and materials	*35.0*	*20.0*		*55.0*
Acquisition of furniture and equipment	-	*35.0*	-	*35.0*
Grants	*1,003.0*	*3,642.0*	-	*4,645.0*
Total	**5,117.5**	**7,442.8**	**900.0**	**13,460.3**

Annex IV

PROPOSED ORGANIZATION CHART OF THE CCD SECRETARIAT FOR 1999


Executive direction and management
Executive Secretary (ASG)
Deputy Executive Secretary (D-1)
Special Assistant (P-3)
Secretary (GS)
Secretary (GS)
Deputy Unit (GS)
Substantive support to the COP and its subsidiary bodies
Senior Programme Officer and Legal Adviser (P-5)
Senior Scientific Officer (P-5)1
Senior Programme Officer (P-5)
Programme Officer (P-3)
Associate Programme Officer (P-2)
Secretary (GS)
Facilitation of implementation and coordination
Secretary (GS)
Programme Officer (P-3)
Secretary (GS)
Programme Officer (P-3)
Programme Officer (P-3)
Associate Programme Officer (P-2)1
Secretary (GS)
Programme Officer (P-3)
Programme Officer (P-3)
Associate Programme Officer (P-2)1
Secretary (GS)
Secretary (GS)
Secretary (GS)
Note:
Additional secondments are also being negotiated with UNEP and FAO as well as junior professional officers (JPOs) and associate experts with a number of donor countries (Denmark, France, Italy, United Kingdom and others)
Additionally, a number of temporary posts might be gradually required later in 1999 and in 2000 - 2001 biennium depending on the supplementary funds raised for specific projects and activities. These posts are mentioned throughout the document
1 Funded by WMO
2 JPO - Germany